

City Clerk - User Fees

No.	Description	Adopted Fee
	Copies:	
CL-1	Per page (per case law)	\$ 0.10
CL-2	Miscellaneous (includes micro film)	Cost of Reproduction
	Electronic Data Request (CD/DVD Copy)	
CL-3	Copy of Existing Data File	Actual cost
CL-4	Copy of Non-Existing Data File	Actual cost
CL-5	Certification of Document	\$ 18
CL-6	Passport Program (Application fee, Federal Program Mandate)	\$35 (per Department of State)
CL-7	Passport Photograph (optional)	\$ 11
CL-8	Hourly Rate:	
	City Clerk	\$ 111
	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	

Notes

[1] Per Public Records Act